CA-PMM

Project Name: Provider Enrollment Automation Project (PEAP)

OCIO Project #: 4260-191
Department: Health Care Services
Reporting Period: *From:*　　　　　　　*To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

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Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	We were unable to select a winning bid since all three bids came in over the project budget.	We will incur a significant schedule delay.	We are re-visiting the project scope and requirements and will prepare an SPR.
2. Were any key milestones or deliverables rescheduled?	Yes	We were unable to select a winning bid since all three bids came in over the project budget.	We will incur a significant schedule delay.	We are re-visiting the project scope and requirements and will prepare an SPR.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			

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5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	We were unable to issue the Notice of Intent to Award.	We will incur significant schedule delay.	We are re-visiting the project scope and requirements and will prepare an SPR.
8. Are there any new major issues?	Yes	Since all of the bids were over budget we were unable to select a winning bid.	We will incur a significant schedule delay.	We are re-visiting the project scope and requirements and will prepare an SPR.
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Schedule delay.	We will create a new schedule with the upcoming SPR.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	The design, development and implementation milestones and deliverables need to be rescheduled.	We will create a new schedule with the upcoming SPR.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	Yes	There will be a schedule delay and we will revisit the project scope and requirements.	We are revisiting project requirements to ensure they are aligned with the business needs and the funding available.
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		

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7. Are there any scheduled tasks whose start will likely be delayed?	Yes	All design, development and implementation tasks are delayed.	Develop a revised schedule for inclusion in the SPR.
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	Create a new schedule and submit it with the SPR.
Milestones			x	Create a new schedule and submit it with the SPR.
Deliverables			x	Create a new schedule and submit it with the SPR.
Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".
* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	Create a new schedule and submit it with the SPR.
Milestones			x	Create a new schedule and submit it with the SPR.
Deliverables			x	Create a new schedule and submit it with the SPR.
Resources	x			
One Time Cost	x (please see note)			We are re-evaluating the project scope to minimize non-critical functionality. We will submit an SPR for scope and schedule.
Continuing Cost	x (please see note)			We will pursue a solution that is aligned with DHCS technical standards to reduce the potential need to contract for M&O and explore opportunities to leverage existing equipment.

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score		Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	**0**	Green	The project sponsor and the organization are highly committed to the project.
	Medium Degree of Buy-In	1			
	Low Degree of Buy-In	2			
2. Technology Viability	Strong Viability	0	**0**	Green	There is proven technology that will meet the program's needs.
	Medium Viability	1			
	Weak Viability	2			
3. Status of the Critical Path (delay)	<5%	0	**2**	Red	We will have to develop a new schedule and redefine the critical path.
	5% to 10%	1			
	>10%	2			
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**0**	Green	
	5% to 10%	1			
	>10%	2			
5. High-Probability, High-Impact Risks	0 to 3	0	**0**	Green	
	4 to 6	1			
	>6	2			
6. Unresolved Issues (on time resolution)	On time	0	**0**	Green	
	Late with no impact	1			
	Late impacting the critical path	2			
7. Sponsorship Commitment	Fully engaged	0	**0**	Green	The project sponsor and the organization are highly committed to the project.
	Partially engaged	1			
	Inadequate engagement	2			
	Strong alignment	0		Green	The project is aligned with DHCS
	Partial alignment	1			

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8. Strategy Alignment	Weak or no alignment	2	**0**	Green	Goal 6: 'Expand and Promote Use of Information Technology" by indentifying top priority systems for modernization and improvement and "Improve relationships with business partners, stakeholder groups, and policymakers" by developing and implementing an automated provider enrollment process.
9. Value-to-Business	Strong	0	**0**	Green	The solution will significantly reduce the Med-Cal provider application error rate, which result in more providers to provide improved access to care.
	Medium	1			
	Weak	2			

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**	Green	N/A
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**2**	Red	All milestones are delayed as we re-plan the project.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**0**	Green	N/A
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**	Green	N/A
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**	Green	N/A
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	**0**	Green	The team is actively engaged in the replanning effort, and decisions are being made timely.
	Moderately Effective	1			
	Ineffective	2			
	Total		**4**	**G**	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

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